



CANNABIS BUSINESS PERMIT (CBP) RENEWAL APPLICATION

All items described in the submittal instructions must be provided or this application will not be accepted for processing by the City

SECTION 1 – CANNABIS BUSINESS INFORMATION

Legal Business Name and DBA: _____

Property Address: _____

Business Phone: _____

Current Cannabis Business Permit No.: _____

Conditional Use Permit No.: _____

Authorized Agent Contact Information:

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

SECTION 2 – AFFIRMATION AND SIGNATURES

Please read carefully:

I understand that as defined by Title 1, section 1-35(l), of the Costa Mesa Municipal Code (CMMC). I am deemed the responsible party for any violation(s) of the CMMC that may arise at the proposed facility location.

I certify that the business is currently operating in compliance with all provisions of the CMMC, the Cannabis Business Permit, and the Conditional Use Permit (CUP) for the subject location.

I understand and acknowledge that the operation of this Cannabis Facility must adhere to all the requirements of Title 9, Chapter VI of the CMMC and all other

applicable state and local laws and all regulations promulgated thereunder and affirm that this business will be operated in compliance with applicable state and local law and all regulations promulgated thereunder. I understand and acknowledge that any permit issued based on false or misleading statements provided in this application will be deemed invalid and subject to revocation.

I declare under PENALTY OF PERJURY under the laws of the State of California that the foregoing statements are true and correct.

Applicant

Print Name: _____

Signature: _____ Date: _____

Property Owner

Print Name: _____

Signature: _____ Date: _____

SECTION 3 – REQUIRED DOCUMENTS AND MATERIALS

Submit the following documents and materials with the CBP renewal application form:

1. Legal documents outlining the business structure, including Articles of incorporation, Articles of Organization, Certificate of Limited Partnership, or Statement of Partnership Authority.
2. A list of all individual owners in the business entity along with each person's address, phone number and email address. Include breakdown of ownership percentages by individual.
3. Fictitious Business Statement filed with County of Orange, if applicable.
4. A list of all licenses/registrations/permits or other documents required by the State of California for the business and a copy of each.
5. A register of all persons employed by the business.
6. A matrix of Conditions of Approval attached to the Conditional Use Permit for the project, demonstrating how the applicant remains in compliance or action required to remain in compliance.

7. A current insurance certificate meeting the requirements set forth in Section 9-495 of the Costa Mesa Municipal Code.
8. The application shall be accompanied by the appropriate filing fee:
 - Measure X (non-retail) business: \$16,996
 - Measure Q (retail) business: \$16,348

If the application is submitted electronically, staff will contact the applicant to arrange a date and time to submit the fee. Fees shall be paid by cashier's check or money order payable to the City of Costa Mesa.